



BOYS & GIRLS CLUB OF WHITTIER | PICO RIVERA

POSITION TITLE: SITE COORDINATOR
REPORTS TO: Area Director
STATUS: FTE/ 32 hours/week; Non-Exempt
PAY RATE: \$24.00/Hr. - \$25/Hr.
TIMELINE: Email your resume to hr@bgcw.org; continuously hiring throughout the school year

POSITION SUMMARY

The BGCW Site Coordinator is responsible for all aspects of staff supervision, program planning/implementation, and communication with school administration and parents at our school sites. We are looking for proactive leaders who can inspire creativity in staff and carry out a productive and safe program environment.

KEY RESPONSIBILITIES

- Supervises and ensures the safety of members at all times, maintaining a safe physical and emotional environment
- Supervises, supports, and assists in training and development of site staff and volunteers
- Provides leadership to a team of program staff to design and implement programs
- Responsible for overall member and staff discipline and corrective behavior
- Works effectively with the school principal, teachers, and the local community
- Oversees performance of site staff and assists Area Director with evaluation of overall program
- Responsible for coordinating with Area Director overall program schedules for school year (e.g., daily, weekly, monthly)
- Facilitates weekly staff meetings and assists with staff training in order to maintain program's vision and the organization's mission
- Interacts with guardians/parents and handles all questions or concerns that may arise
- Ensures that all required grant requirements are met, specifically:
 - Daily attendance target numbers (ADA) are reached – (upwards of 100 students per day)
 - Responsible for maintaining early release folder for school site
 - Weekly and monthly attendance & enrollment reports are kept and submitted in timely manner
 - Academic enrichment grant requirements are incorporated into program
 - Homework assistance grant requirements are incorporated into program
 - Physical recreation grant requirements are incorporated into program
 - Formulating and executing Continuous Quality Improvement goals
- Attend required state, school district, organization, and site meetings.
- Assist staff with member supervision when required
- Lead staff during lesson planning sessions
- Maintain membership copies of application folder –and submitting new applications to Main Clubhouse
- Complete incident reports as necessary –and file/submit copies to Area Director in a timely manner

Knowledge, Skills, Abilities and Other Requirements

- 48 college units completed –Bachelor’s Degree preferred, but not required (or equivalency test)
- Strong verbal and written communication skills
- Proactive and creative problem solving
- Computer literacy skills
- Knowledge of Microsoft Office programs
- Bilingual – Spanish Preferred but not required
- Experience working with youth
- Preferred experience working in a leadership position
- Strong organization, leadership, management & interpersonal skills

HIRING REQUIREMENTS

- Clearance of Live Scan Fingerprinting, Background Check, & Drug Test prior to hire
- Current TB test
- Valid Driver’s License & Clean Driving Record
- CPR and First Aid certification
- Sexual Harassment & Mandated Reporter training (provided after hire)
- Occasional Saturdays and extra hours are required around 3-4 large annual events

PHYSICAL REQUIREMENTS/WORK ENVIRONMENT

It is the policy of Boys & Girls Clubs of Whittier to consider all applicants and employees for their ability to perform their job without regard to their disabilities as required by law. We encourage all applicants and employees to notify management if accommodations are required for you to access your work area or to successfully perform your job duties. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is occasionally required to stand; walk; sit; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; climb stairs; balance; stoop, kneel, crouch or crawl; talk or hear; and taste or smell. The employee must occasionally lift or move up to 20 pounds. Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

EQUAL OPPORTUNITY:

It is our policy to base all employment decisions without regard or consideration for any individual’s race, color, religion, sex, age, national origin, ancestry, citizenship, handicap, marital status, or medical condition unless required by legislation or business necessity. The Boys & Girls Club of Whittier believes that every employee has the right to work in surroundings that are free from all forms of unlawful discrimination. It is the responsibility of every manager and employee to ensure that discrimination does not occur in the workplace.

DISCLAIMER:

The information presented indicates the general nature and level of work expected of employees in this classification. It is not designed to contain, nor to be interpreted as, a comprehensive inventory of all duties, responsibilities, qualifications, and objectives required of employees assigned to this job.

MISSION

The mission of the Boys & Girls Club of Whittier is to inspire and enable all young people to realize their full potential as productive, responsible, and caring citizens.